

**Tenure Guidelines: Department of Communication (Regular Faculty)**  
**College of Arts & Sciences**  
**Baylor University**

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This document serves as a description of expectations regarding teaching, research, service, and interpersonal relationships for candidates to achieve tenure in the Department of Communication. The weight given to each of these factors in the overall evaluation may vary. However, these expectations must be considered in every pre-tenure evaluation and tenure decision. Ongoing unsatisfactory performance in any of the areas may be a reason for removing a candidate from the tenure track or declining tenure.

**Teaching:** Tenure candidates in the Department of Communication are expected to demonstrate excellence in teaching both inside and outside the formal classroom. Students should learn central tenets of the communication discipline and to exercise communication skills. Candidate excellence will be indicated by:

- Development of courses, curriculum, and instructional methods;
- Faculty peer reviews and student evaluations, with peer reviews afforded greater weight than student evaluations;
- Direction of theses, professional papers, and/or 4+1 praxis projects;
- Other activities such as:
  - Publications or scholarship on teaching, which may include textbooks or articles that advance the practice of teaching in higher education;
  - The receipt of external or all-campus grants or awards for teaching;
  - Election to offices, committee activities and other important work to professional associations or societies including editorial work and peer reviewing related to teaching;
  - Other teaching-related activities outside the traditional classroom.

**Research:** Tenure candidates in the Department of Communication are expected to produce research at a level comparable to the scholarly expectations of departments of communication at aspirant R1 institutions. They should engage in meaningful research that advances the discipline's knowledge base. Candidates are expected to:

- Publish, or have accepted for publication, 7-9 peer-reviewed journal articles or book chapters OR publish a book of critical substance and 2-3 peer-reviewed journal articles or book chapters. Along with solo-authored scholarship, interdisciplinary and collaborative scholarship is valued in the tenure process. It is the responsibility of the tenure candidates to convey accurately their quantitative and qualitative contributions to joint authored or collaborative research to the tenured faculty.
- Submit at least one proposal for externally funded fellowships, grants, and/or similar funding programs that support the candidate's research agenda. Depending on the size of the funding, successful grants may count for up to two peer reviewed publications. The calibration of awards to publications will be up to the discretion of the tenured faculty in consultation with the chair;
- Maintain a sustained research agenda;

- Present research at professional meetings;
- Candidates may receive appointments by local, state, and national governments which include writing White House briefs, US position papers, state-initiated white papers and other expert testimony which is presented for peer-review and evaluation. Candidates with such experiences will favorably contribute to their tenure portfolio.

**Service:** Candidates are expected to perform service to the department, the university, and the discipline. This includes:

- Involvement in departmental, college, and university service which may involve:
  - Assistance of colleagues comprised of consultation about educational problems, review of manuscripts, collaboration on research projects, and contributions to programs in other concentrations, areas, or schools;
  - Advising undergraduate and graduate students;
  - Serving on departmental committees;
  - Representing the department at recruiting events, and participating in departmental sponsored activities;
  - Developing programs and activities other than teaching and professional development;
  - Serving on university committees and advisory board appointments for other departments, advising recognized student groups, and doing scholarly presentations, hosting public debates, or performing creative works to the university at large.
- Involvement in professional and community service which may involve:
  - Significant discipline-related community service such as speeches, invited presentations, performances, short courses, hosting a conference, or ongoing contacts;
  - Election to offices in professional associations;
  - Reviewing articles or serving on editorial boards for peer-reviewed journals;
  - Supporting local, state, national or international organizations through consulting, memberships on advisory boards, and/or offices held;
  - Meritorious public service achievements.
- Active membership in a faith community, which may involve the following:
  - Church or house of worship committee work;
  - Sharing of talents for the mission of the church;
  - Outreach ministry involvement;
  - Governance board activities or other functions.

**Interpersonal Relationships:** Candidates for tenure should display the highest sense of professionalism, charity, and courtesy toward students, colleagues, and other members of the university community.

**University Policies and Procedures Governing Tenure:** The Provost's website includes a page devoted to *Policies related to employment with Baylor*, <https://www.baylor.edu/provost/index.php?id=948441>, which contains useful links related to tenure. Specific policies regarding the tenure process are governed by *BU-PP 704*, <https://www.baylor.edu/content/services/document.php?id=287054>. Tenure procedures, including information on tenure reviews and preparing the tenure dossier are detailed in the document *Tenure Procedures* <https://www.baylor.edu/provost/doc.php/287055.pdf>